

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Furniture Substitutions

ODP-82-1421

FROM:

EXTENSION

NO.

OL 2 4154

DATE

Chief, Procurement Division, OL
3F03

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chairman, Fine Arts
Commission
2D0105 Hqs

RECEIVED

FORWARDED

9/20

9/21

CR

In 1971, the Fine Arts Commission gave consideration and support to the OL proposal that offices be furnished with equipment provided in the Federal Catalog. Recognizing that GSA has, during the past eleven years, awarded contracts to varying manufacturers for the production of these items and that there currently are several manufacturers who market similar items, the FAC would like PD to continue purchasing items of like style, size and finish regardless of source.

In cases where furniture is sold in a modular form, i.e., bookcases, secretarial desks, PD would have to ascertain that units are mechanically compatible with former purchases. Also, considering requirements

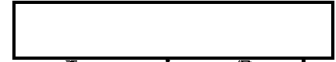
where items are received, stored, and issued according to uniform standards and RECD and ADS architects who design areas anticipating items of a particular size, it would benefit OL to continue procurement of like items.

One possible area of expansion for the sake of flexibility may be to substitute open bookcases with adjustable shelves for modular pieces. Such items should be no wider or deeper than previously purchased units

continued

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and the style and finish
would have to be compatible
with standard furniture.



Interior Design
Consultant
LSD & FAC

STAT

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14 SEP 1982

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1. Chairman, Fine Arts Commission
2D0105 Hqs

RECEIVED

FORWARDED

CALLED C/PD/OL
 LET HIM KNOW
 BJ ON VACATION,
 SO HE WANTED
 ME TO FORWARD
 ORIGINAL TO

FOR ACTION.

DML
 9-16-82

ODP-12-1387

14 SEP 1982

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM:

Chief, Procurement Division, OL

SUBJECT: Furniture Substitutions

1. Recently, the Procurement Division has encountered a number of problems relating to the procurement of furniture. By way of background, the Agency is required to procure its requirements of furniture from mandatory Federal Supply Schedule contracts negotiated by the General Services Administration (GSA). There are exceptions to using the mandatory schedules such as when the Contractor cannot deliver an item within the required time frame. (Delivery under Mandatory schedules normally takes 120 days.) Therefore, if we know a Contractor who can meet our required delivery date, and we have an acceptable substitute, then we are able to procure the item off schedule.

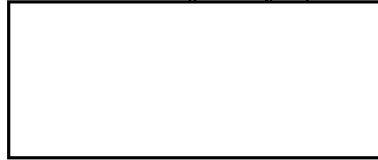
2. Many of the items selected by the Fine Arts Commission do not have identifiable substitutes such as bookcases manufactured by the Rishel Furniture Company. At present, we are holding approximately 35 requisitions, representing for the most part bookcases but also including several other types of furniture, all manufactured by Rishel Furniture Co. The contractor has steadily refused to sell these items to us until GSA has negotiated their Federal Supply Schedule contract. The negotiation of this contract has been pending since March 1982 and the latest date furnished by GSA for consummation of the contract is 27 September 1982. If the contract is not consummated prior to the end of the Fiscal Year, the 35 requisitions will have to be cancelled and the customers requirements will not be satisfied. Therefore, your prompt attention to providing acceptable substitutes to furniture shown on the attached list is appreciated. This information is required no later than 22 September 1982.

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3. As a matter of policy, we believe that substitutes should be identified as second or third choices if the item of furniture selected cannot be delivered when required, thereby giving us the option of meeting the basic needs of our customers from other sources.

4. As has been true in the past, we appreciate the excellent help the Fine Arts Committee representative has provided and we will continue to assist her in any way possible.



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FURNITURE REQUIREMENTS BEING HELD
IN PROCUREMENT DIVISION
PENDING GSA CONTRACT OR IDENTIFICATION
OF ACCEPTIBLE SUBSTITUTES

7110-00-945-6436 - BOOKCASE TOP - 48 REQUIREMENTS PENDING
7110-00-935-6432 - BOOKCASE SECTION (12 3/4"H) - 54 REQUIREMENTS
PENDING
7110-00-935-6433 - BOOKCASE SECTION (14 3/4"H) - 16 REQUIREMENTS
PENDING
7110-00-935-6435 - BOOKCASE BASE - 64 REQUIREMENTS PENDING
7110-00-734-5116 - STORAGE UNIT - 1 REQUIREMENT PENDING
7110-00-734-5123 - STORAGE UNIT - 4 REQUIREMENTS PENDING
7110-00-734-5126 - STORAGE UNIT - 23 REQUIREMENT PENDING
7110-00-833-0486 - CREDENZA - 5 REQUIREMENTS PENDING
7110-00-264-4561 - TELEPHONE CABINET - 2 REQUIREMENTS PENDING
7110-00-721-9940 - PEDESTAL DESK - 20 REQUIREMENTS PENDING
7110-00-958-0779 - PEDESTAL DESK - 6 REQUIREMENTS PENDING
7110-00-762-5504 - SMALL INTERVIEW DESK - 7 REQUIREMENTS PENDING
7110-00-762-5504 - SMALL INTERVIEW DESK - 5 REQUIREMENTS PENDING
7110-00-902-3052 - TABLE - 5 REQUIREMENTS PENDING
7110-00-762-5510 - STORAGE SECTION - 1 REQUIREMENT PENDING
7110-00-902-9941 - PEDESTAL DESK - 8 REQUIREMENTS PENDING
7110-00-902-8374 - L UNIT - 13 REQUIREMENTS PENDING
7110-00-262-6693 - DESK - 5 REQUIREMENTS PENDING
7110-00-264-5234 - TELEPHONE STAND - 10 REQUIREMENTS PENDING
7110-00-264-4561 - TELEPHONE CABINET - 5 REQUIREMENTS PENDING